How to Change Your Time Zone

This document provides step-by-step directions for how to change the time zone setting of your individual user profile to ensure course time settings align with your local time zone. **Note,** the default time zone setting of your profile is set to Eastern Standard Time (US).

1. From any course page, click the **Profile** button at the top right of the screen. From the dropdown menu, select **Preferences**.



2. On the following page, select the Edit Profile option under the "User account" section.

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	Forum preferences		

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3. On the Edit profile page, scroll down as needed to find the **Timezone** setting. Click the dropdown menu and select a location that matches your local time. *Hint: options are in alphabetical order. Select a geographic location from this list that is located within your time zone.*

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4. When satisfied with your selection, scroll to the bottom of the page and click **Update profile** to save your changes.

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5. Click My Courses at the top of the page to return to the course of your choosing.



